Here is the general cost breakdown from the RFI respondents by the product/service to be delivered.

- Create a digital preservation system strategy and planning document.
  - Tasks:
    - Creating a planning document delineating the most cost effective and efficient method for the State Archives to transfer, manage, preserve and provide access to electronic records.
    - Determine staffing, hardware/software, policies/procedures, system audit needs, defining roles/responsibilities, and if applicable contracted service needs within a state-wide preservation plan.
    - Review current capabilities and the feasibility or desirability of distributed custody, third party services or a centralized repository.
    - Planning must include compliance with archival standards ISO 15489, ISO 16363, DoD5015.02, and metadata.
  - Cost $70,000
- Develop and implement a survey of State records holders and conduct stakeholder interviews.
  - Tasks:
    - Develop and implement a survey and conduct interviews with select agency Records Managers to gather a cross section of selection/acquisition issues, preservation needs and challenges across state government.
    - The contractor would use the resulting data to establish recommendations on technology platform options, mechanisms and procedures to transfer electronics records from the agencies to the State Archives.
    - The data would also be used to determine which of those agencies would be best suited for a future pilot project.
  - Cost: $45,000
- Create and deliver training modules and educational materials.
  - Tasks:
    - Create and provide online training modules and related promotional materials to be used by State Archives staff to promote electronic records management best practices, policies and procedures for major stake holders.
  - Cost: $40,000
- Consult regarding Interoperability of Planned ECM and Preservation Systems
  - Tasks:
    - Consult with the SITSD regarding the interoperability of a planned Electronic Records Management (ECM) system and anticipated preservation systems in the State Archives.
    - This would include recommendations on technology platform options and mechanisms.
    - The ECM system is not intended to be an archive for permanent historic information. Ideally the ECM would interact and transfer records and metadata to an archive level digital preservation system.
  - Cost: $25,000

The costs are an average of the cost breakdowns provided by the two top RFI responses.